


1 September 1972

MEMORANDUM FOR: Chief, Logistics Services Division

Please hold up any actions with regard to the renovations to North Main and Southwest Security Reception Rooms until further notice.


Chairman, Fine Arts Commission

STATINTL

Attachment

cc: 

STATINTL

~~Internal Use Only~~

23 August 1972

MEMORANDUM FOR: Executive Director

SUBJECT: Reception Rooms

1. During our visit last week to the Main Reception Room and to the Security Reception Room opposite, called North Main, you raised the question of space. Consequent upon that I talked with [redacted] and asked on your behalf that Security prepare an analysis of its need considering the following possibilities: STATINTL

a. Apart from how the North Main (Security) Reception Center might be otherwise used, would it be possible to work out arrangements to utilize the Main Reception area to handle security reception.

b. Since currently, for lack of manpower, Southwest Reception Center is closed except for two hours a day, 7:30 to 9:30 a.m., would it be possible as a long term matter to continue this practice putting an attractive and special desk in the southwest area and turning that reception room over as space to be employed otherwise.

c. Currently, the Northeast ground floor reception room is closed and unused. In the long term is it possible to continue this and turn this space over for other purposes.


2. I am turning over to Security a copy of this memo requesting that a report be made available to you.

3. As I mentioned we have, on the assumption that these public areas were to continue, drawn up plans for their improvement. Since reception centers are inevitably the first

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contact a stranger has with the Agency, a good impression is important. We do intend to go ahead with the execution of our plans for the Main Reception Center which we reviewed last week with you. I am sure, however, in view of the questions you have asked about the other two centers, North Main and Southwest, that we should do nothing about those centers until concerns outlined in this memo are settled. STATINTL


Chairman, Fine Arts Commission

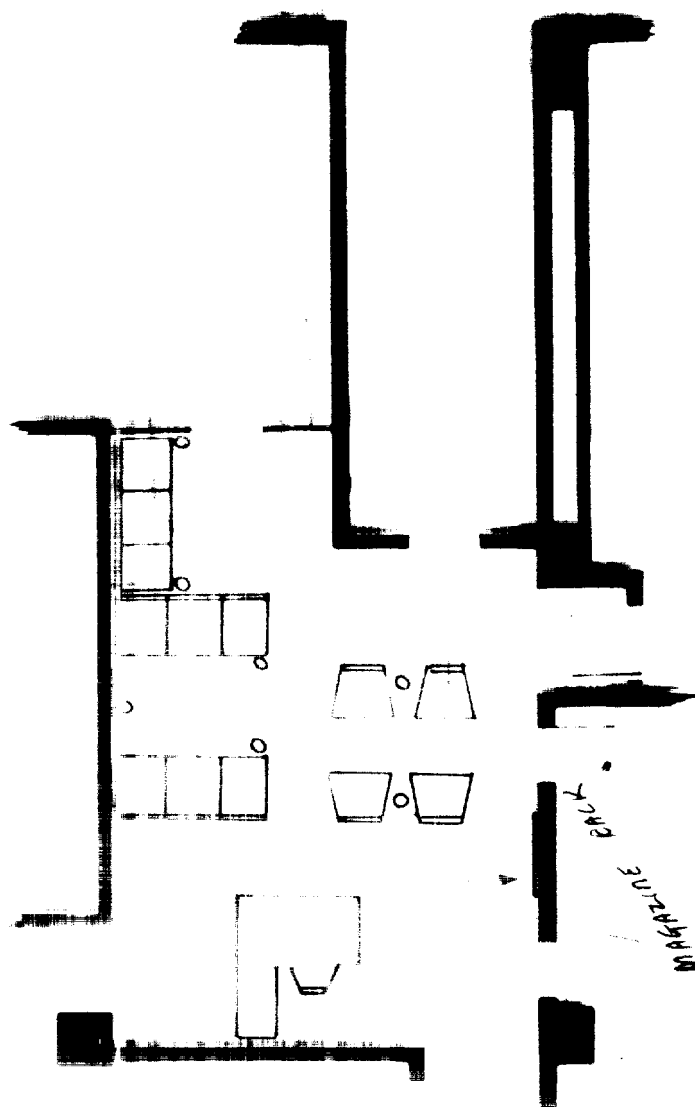
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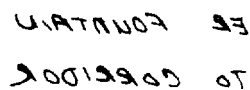
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SECRET

SOME "BLUEPRINTS" OF AREA

RECEPTION SECURITY



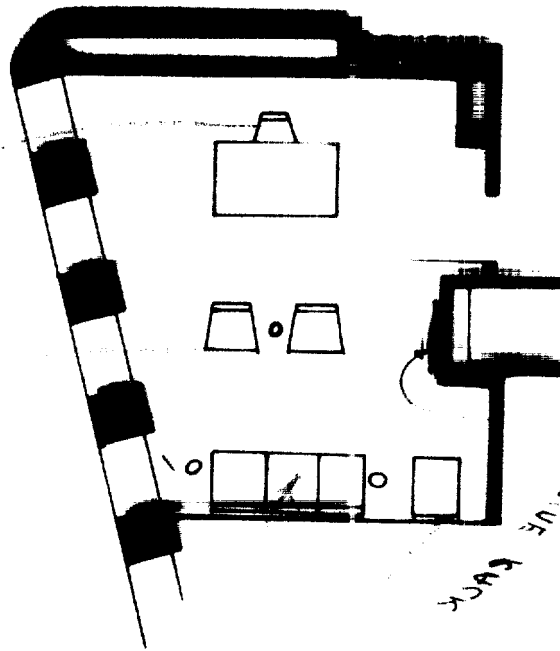


entirely new and original.
This new edition 1911

100

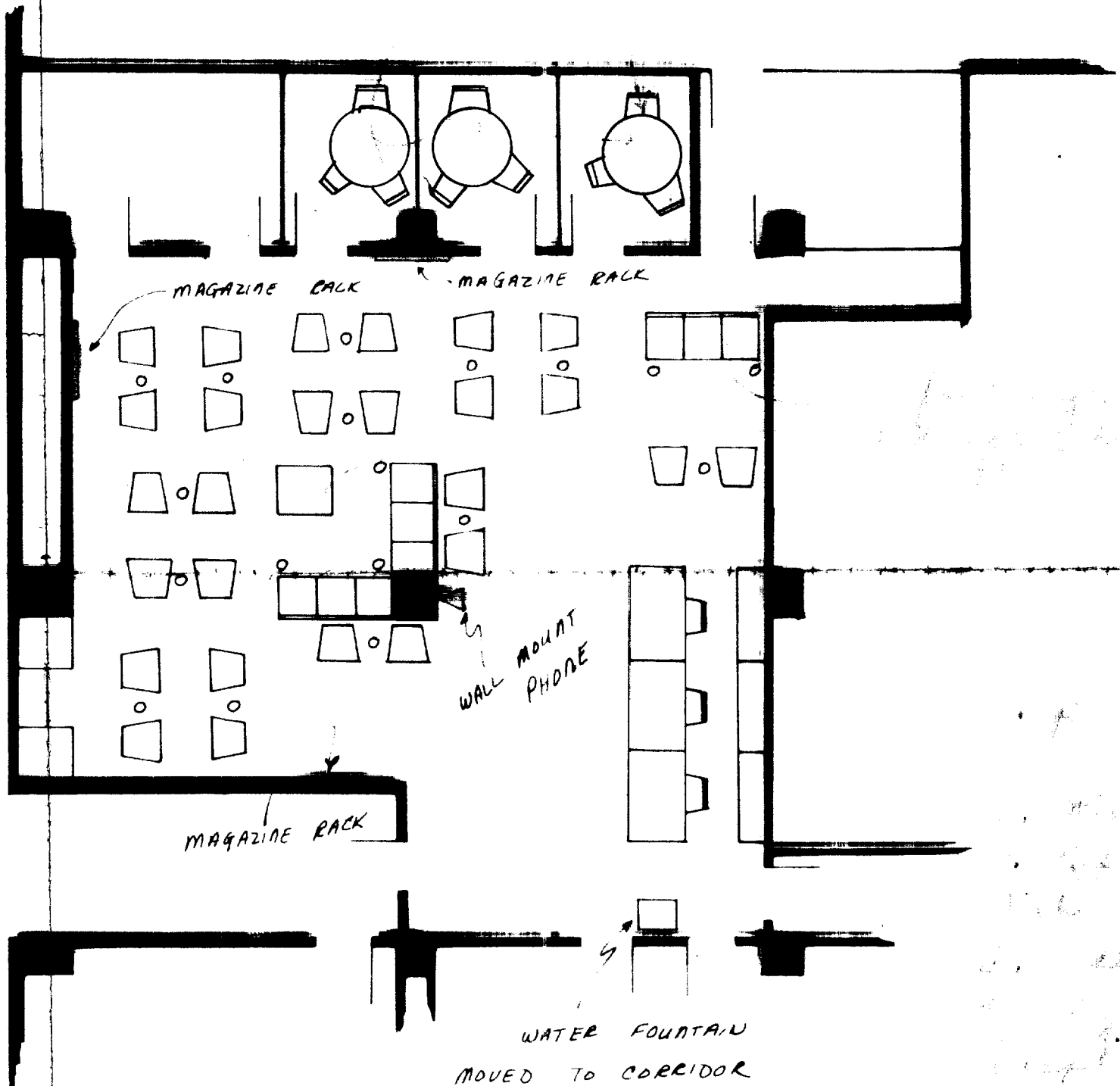
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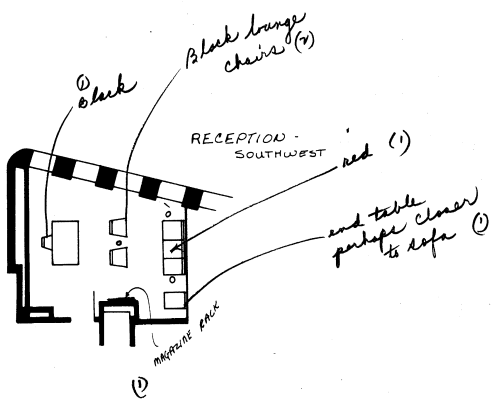
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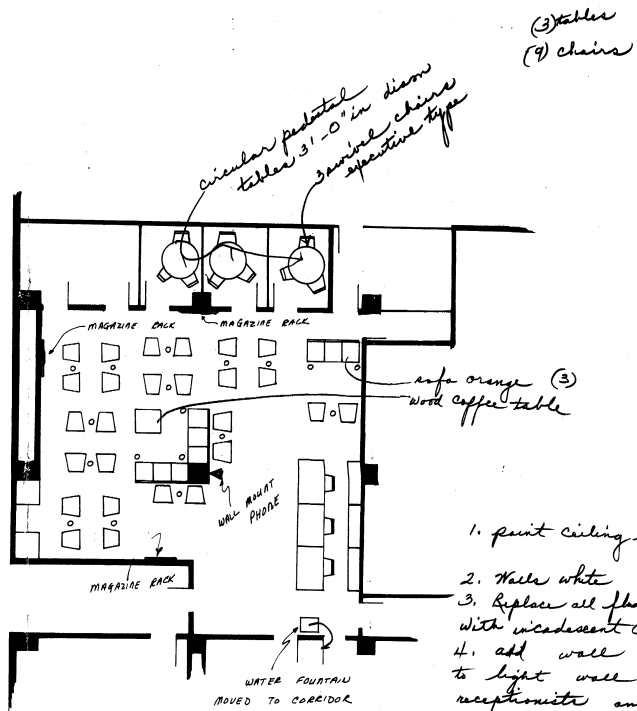
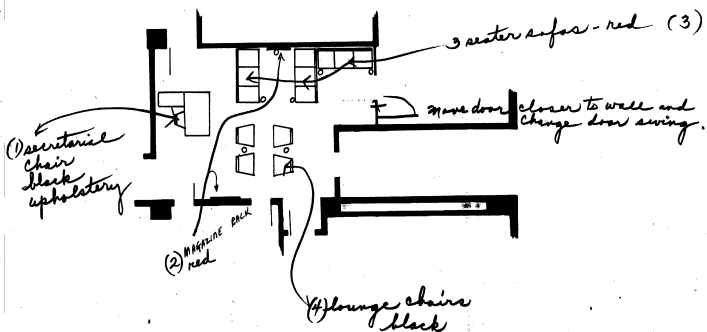
RECEPTION
SOUTHWEST

WASH UP
BACK

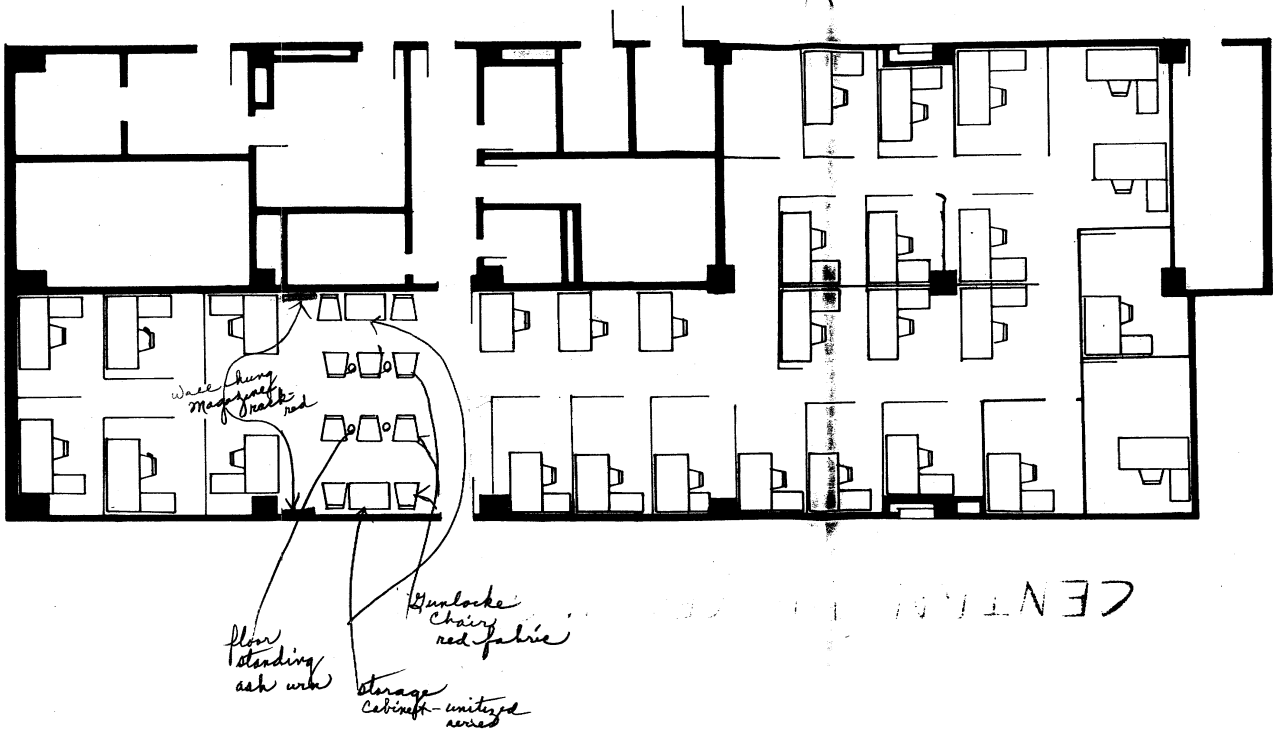
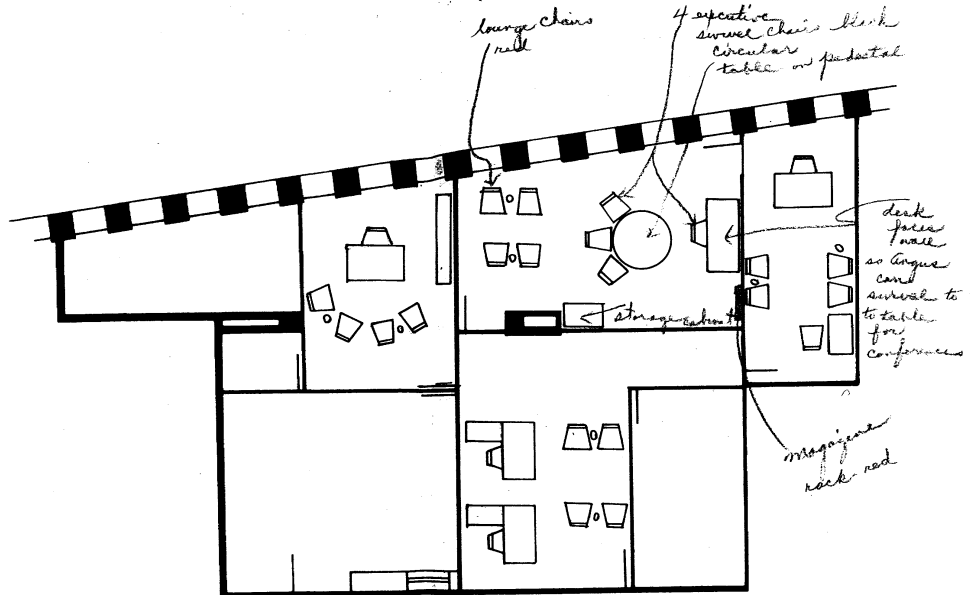


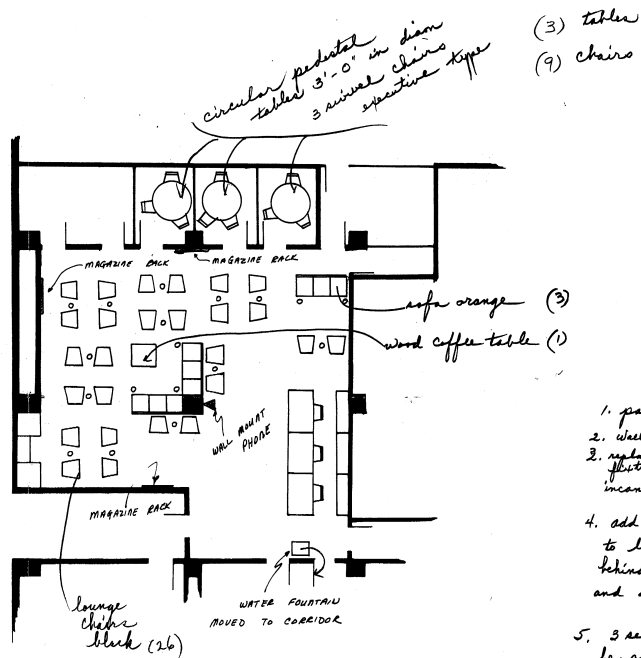
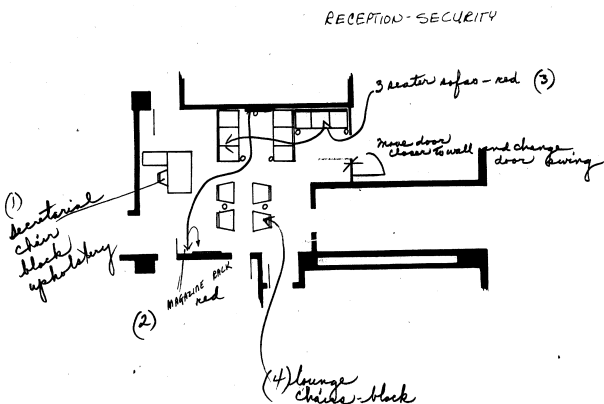
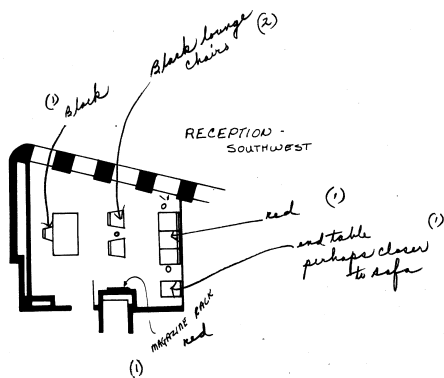


RECEPTION - SECURITY



1. paint ceiling brown (Rondogono).
2. Walls white
3. Replace all fluorescent fixtures with incandescent can lights.
4. add wall washers to light wall behind receptionist and opposite wall.
5. 3 master sofa should be orange. They must harmonize with smaller reception room at elevator.
6. Wall mount phone.





1. paint ceiling brown
2. walls (beige/wood)
3. replace all fluorescent fixtures with incandescent can lights
4. add wall washers to light wall behind receptionists and opposite wall.
5. 3 seater sofa should be orange. They must harmonize with smaller reception room at elevator.
6. wall mount phone.